

DOCUMENT RESUME

ED 267 271

CE 043 916

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TITLE Occupational Competency Profile for Health Occupations Education Program: Health Agency Assessment. Information Series: Report No. 10.
INSTITUTION Auburn Univ., Ala. Center for Vocational and Adult Education.
SPONS AGENCY Alabama State Dept. of Education, Montgomery. Div. of Vocational Education.
PUB DATE Apr 84
NOTE 39p.; For a related document, see CE 043 918.
AVAILABLE FROM Center for Vocational and Adult Education, Auburn University, Auburn, AL 36849 (\$8.00).
PUB TYPE Tests/Evaluation Instruments (160)
EDRS PRICE MF01 Plus Postage. PC Not Available from EDRS.
DESCRIPTORS *Allied Health Occupations; *Allied Health Occupations Education; Allied Health Personnel; Checklists; *Community Organizations; Educational Needs; *Health Facilities; Health Personnel; Hospital Personnel; *Hospitals; Job Analysis; *Job Skills; Needs Assessment; Nonprofessional Personnel; Paraprofessional Personnel; Postsecondary Education; Professional Occupations

ABSTRACT

This assessment instrument is intended to provide health occupations teachers and state departments of education with information needed to revise and improve the curriculum used in training prospective health occupations teachers and in updating certification requirements for practicing health care professionals. The profile lists the competencies required of persons working at the following sites: hospital departments (business office, blood bank, cardiopulmonary services, emergency room, medical laboratory, medical records, nursery, nursing care services, operating room, pharmacy, physical therapy, radiology, respiratory therapy, and unit coordination); other health agencies (dental office, family practitioner, mental health/mental retardation center, public health department's well-baby clinic and medic aid screening, and veterinary clinic); and community organizations (American Cancer Society, American Lung Association, American Dental Health Bureau, American Heart Association, American Lung Association, American Red Cross, Health Fair, Lions Club, and Scoliosis Research Society). The assessment instrument allows course developers to record whether employees at the agency being observed are permitted to perform, assist in, observe, or not observe the individual competencies listed for that type of agency. (MN)

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ED 267 271

OCCUPATIONAL COMPETENCY PROFILE FOR HEALTH OCCUPATIONS EDUCATION PROGRAM: HEALTH AGENCY ASSESSMENT

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Center for Vocational and Adult Education
School of Education
Auburn University

Information Series: Report No. 10
April 1984

CE 43914

OCCUPATIONAL COMPETENCY PROFILE FOR HEALTH
OCCUPATIONS EDUCATION PROGRAM:
HEALTH AGENCY ASSESSMENT

Norma J. Walters, R.N., Ph.D.

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Center for Vocational and Adult Education
School of Education
Auburn University

ACKNOWLEDGMENT

Health agencies, health professionals, and health occupations teachers are to be commended for their assistance with the prior research study conducted to identify the skills listed in this document. The instrument Occupational Competency Profile for Health Occupations Education Program: Self-Health Agency Assessment which was developed to assist the current health occupations teachers, prospective teachers enrolled in the baccalaureate teacher education program and the state departments of education is the result of many hours of valuable time, cooperation and effort by those who participated in the initial study. Special recognition is awarded to Anna Hathcock, R.N., BSN, Ruth Coggins, R.N., Sheila Austin, R.Ph., and Sherry Elmes, B.S., Health Occupations Education (HOE) teachers for contributing their expertise and service.

In addition, many thanks are given to Bettye Campbell and her staff for assistance with typing services. Without the contributions, expertise, and cooperation of everyone involved, it would have been difficult to identify the skills in preparation for the author to design the instrument which may be utilized in the Health Occupations Education programs.

Norma J. Walters

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PREFACE

The occupational competencies included in this document were obtained through a research study which involved teachers who were teaching in the Health Occupations Education (HOE) programs and health professionals employed in the health delivery agencies. The competencies identified are those which may be included in the HOE cluster or cooperative program where different health careers are taught in the secondary health occupations education programs to prepare the students for entry level employment as well as for an introduction to the basic specific skills which are included in various postsecondary health occupations training programs. However, it is possible that health care agencies may differ on some of the basic skills that may be performed by the students, depending on the locality of the health agency and other health care personnel available for employment and/or other students enrolled in health care training programs and utilizing the clinical facilities.

The cluster of occupational competencies has been prepared to assist the students and teachers in the health occupations education programs as well as the health care agencies where students are placed in clinical areas and for employers in the medical field. In addition, the identified competencies will provide the health occupations teacher educators and the state departments of education with information to revise and improve the curriculum utilized in training prospective teachers in theory and laboratory skills in the baccalaureate degree program as well as for updating certification requirements for health care professionals who have received training in a specific health occupation program and need other essential training to

obtain expertise necessary to teach the student the knowledge, skills, and attitudes necessary to attain the goals of the HOE cluster or cooperative education program. The occupational competency profile will provide important information and save many hours of valuable time which has been required to identify these skills in the past by each prospective teacher as well as newly employed teachers while enrolled in program planning and methods of teaching courses at the universities. In addition, an HOE program could not be planned and implemented at the secondary level or teacher education institution without the identified list of skills.

The instrument contained in this document can be used to provide the teacher with a list of skills which can be given to the various health care delivery agencies to identify the skills in which the HOE student may participate. This information, upon written approval and other training agreements with the health agencies, will provide the teacher currently teaching or the prospective teacher the knowledge necessary to plan and implement an outstanding and up to date HOE cluster or cooperative education program.

OCCUPATIONAL COMPETENCY PROFILE FOR HEALTH
OCCUPATIONS EDUCATION PROGRAM:
HEALTH AGENCY ASSESSMENT

Introduction: The Health Occupations Education (HOE) Program is designed for students who are interested in the health field. One of the components of the curriculum involves clinical experience in the various health agencies. Therefore, we would like to extend an invitation for your agency to participate in the program.

In order to accomplish our goals we would like to request that your agency read the information listed and respond accordingly. Your participation will assist us to plan and implement our HOE program.

Directions: Following is a list of skills that a student may perform in various health delivery agencies as identified by Health Occupations Education (HOE) teachers and professionals in health care agencies. For each skill, please place a check (X) in the appropriate column to designate how the HOE student may be involved in the skills in your agency. Also, space has been provided to list other skills as appropriate.

The following key should be used for the assignment of your responses:

- Perform - The student will be allowed to perform the skill.
- Assist - The student will only be allowed to assist with the skill.
- Observe - The student will only be allowed to observe the skill performed by another individual.
- Not Allowed - The student will not be allowed to perform, assist, or observe the skill.

EXAMPLE:

Give a bed bath

Perform	Assist	Observe	Not Allowed
X			

Now, using the above headings, continue with responses.

Hospital Departments and Skills	Perform	Assist	Observe	Not Allowed
---------------------------------	---------	--------	---------	-------------

BUSINESS OFFICE

1. Work with office personnel				
a. admit patients				
b. discharge patients				
2. File records				
3. Assemble admission packets				
4. Transport patients				
a. wheelchair				
b. wheelchair with I.V.				
c. stretcher				
5. Transfer patients				
a. hospital unit from office				
b. office from hospital unit				
c. patient room to other areas				
6. Take messages				
7. Deliver messages				
8. Use duplicating machine				
9. Use admission computer				
10. Stock supplies				
11.				
12.				

BLOOD BANK

1. Check vital signs				
----------------------	--	--	--	--

Hospital Departments and Skills	Perform	Assist	Observe	Not Allowed
a. temperature				
b. pulse				
c. respiration				
d. blood pressure				
2. Weigh patients				
3. Complete forms on patients				
4. Work with blood drive				
5. Stock supplies				
6. Deliver reports and messages to other departments				
7. Clean work stations and equipment				
8.				
9.				

CARDIO-PULMONARY SERVICES

1. Clean equipment				
2. Stock supplies				
3. Deliver equipment to and from hospital unit				
4. Dress/undress patient				
5. Make visits to patients with technician to take EKG's				
6. Take EKG's				
7. Deliver results of EKG's to appropriate departments				
8.				

Hospital Departments and Skills	Perform	Assist	Observe	Not Allowed
9.				
10.				
11.				

EMERGENCY ROOM

1. Transport patients				
a. wheelchair				
b. wheelchair with I.V.				
c. stretcher				
d. stretcher with I.V.				
2. Answer telephone				
a. take messages				
3. Dress/undress patients				
4. Position patient as ordered				
5. Stay with nurse or physician during examination of patients				
6. Deliver files or reports to other departments				
7. Make beds				
8. Clean equipment				
9. Stock supplies				

MEDICAL LABORATORY

1. Stock supplies				
2. Clean blood counting equipment				
3. Clean glassware				

Hospital Departments and Skills	Perform	Assist	Observe	Not Allowed
4. Perform hematology laboratory procedures				
a. make rounds with technician/technologist to collect blood				
b. make rounds with phlebotomist/technologist to collect blood				
c. capillary puncture				
d. use microhematocrit centrifuge and read results for a microhematocrit				
e. bloodsmear				
f. bloodstain				
g. type blood				
h. use microscope				
i. use hemacytometer				
j. use pipette				
k. RBC				
l. WBC				
m. count platelets				
n. make a differential WBC count				
o. Rh				
p. erythrocyte sedimentation rate				
q. coagulation time				
r. bleeding time				
s. hemoglobin				

Hospital Departments and Skills	Perform	Assist	Observe	Not Allowed
t. sickle cell blood count				
u. RA				
w. monospot				
w. record results of laboratory procedures on appropriate forms				
x. deliver laboratory reports to appropriate department				
y.				
z.				
5. Test urine				
a. collect urine specimens				
b. use Testape				
c. use Clinitest				
d. use Acetest				
e. use Chemstrips				
f. use lab sticks				
g. use Urinometer and check specific gravity				
h. record results of urine tests on laboratory forms				
i. use Centrifuge for sedimentation				
j. prepare slide to check urine				
k. pregnancy test				
6.				

Hospital Departments and Skills	Perform	Assist	Observe	Not Allowed
7.				
8.				

MEDICAL RECORDS

1. File records				
2. File record cards				
3. Clean equipment				
4. Use zerox machine				
5. Use records computer				
6. Take inventory				
7. Stock supplies				
8. Take reports or messages to other departments				
9. Answer telephone				
a. take messages				
b. give messages				
10. Retrieve records				

NURSERY

1. Work with infants				
a. weight				
b. measure length				
c. measure head and chest circumference				
d. give bottle				
e. burp after giving bottle				

Hospital Departments and Skills	Perform	Assist	Observe	Not Allowed
f. dress/undress				
g. bathe				
h. take rectal temperature				
i. take axillary temperature, if necessary				
j. cord care				
k. circumcision care				
l. bathe or sponge to lower temperature as ordered				
m. change diapers				
n. care for infant in Isolette				
o. stock supplies				
p. clean equipment				

NURSING CARE SERVICES

1. Clean a patient's unit				
2. Make beds				
a. closed bed				
b. occupied bed				
c. pre-operative bed				
d. post-operative bed				
3. Give, remove, and clean bedpan				
4. Give, remove and clean urinal				
5. Give p.m. care				
6. Give a.m. care				

Hospital Departments and Skills	Perform	Assist	Observe	Not Allowed
7. Prepare patient for meals				
8. Carry food trays				
9. Prepare hot or cold beverages				
10. Feed a patient				
11. Serve between meal nourishment as directed				
12. Measure intake, record & report				
13. Give oral hygiene				
a. conscious patient				
b. unconscious patient				
c. patient with dentures				
14. Adjust a patient's bed as directed				
15. Give nail care to patient (except diabetic)				
16. Give back rub				
17. Give bed bath				
a. partial				
b. complete				
18. Give skin care				
a. partial				
b. complete				
19. Give total tub bath				
a. partial				
b. complete				

Hospital Departments and Skills	Perform	Assist	Observe	Not Allowed
20. Shampoo hair				
21. Weigh and measure height				
22. Transport a patient				
a. wheelchair				
b. wheelchair with I.V.				
c. stretcher				
d. stretcher with I.V.				
23. Set up equipment for treatments or examinations as directed				
24. Position a patient as directed				
a. dorsal recumbent				
b. lithotomy				
c. trendelenburg				
d. prone				
e. supine				
f. semi-fowler				
g. fowler				
h. knee chest				
i. orthopnic				
j. lateral				
k. sims				
25. Assist with physicals, as directed				
26. Collect specimens as directed				

Hospital Departments and Skills	Perform	Assist	Observe	Not Allowed
a. routine urine				
b. clean-catch urine				
c. 24-hour urine				
d. feces				
e. sputum				
27. Take Vital Signs				
a. oral temperature				
b. axillary temperature				
c. rectal temperature				
d. respirations				
e. radial pulse				
f. apical pulse				
g. apical-radial pulse				
h. blood pressure				
28. Clean thermometer				
29. Admit patient				
30. Discharge patient				
31. Apply heat or cold				
a. hot water bottle				
b. ice bag or cap				
32. Apply supportive devices				
a. footboard				
b. cradle				
c. back board under mattress				

Hospital Departments and Skills	Perform	Assist	Observe	Not Allowed
33. Give enemas as directed and report results to registered nurse				
a. cleansing				
b. retention				
c.				
d.				
34. Give perineal care (same sex)				
35. Change peri-pads as necessary				
36. Prepare patient and assist with physical examination				
a. undress				
b. gown				
c. drape				
37. Apply bandages/packs/soaks				
a. Ace bandages				
b. moist packs				
c. hot compresses and K-pads				
d. heating pad				
e. arm slings				
f. arm boards				
g. cravat				
h. heat lamp				
i. heat cradle				
j. fingertip				
k. closed spiral				

Hospital Departments and Skills	Perform	Assist	Observe	Not Allowed
l. triangular				
m. splints				
38. Ambulate patient				
a. crutch				
b. cane				
c. walker				
d. without crutch, cane, or walker				
39. Give range of motion exercise				
a. active				
b. passive				
40. Move and turn patients				
41. Administer basic first aid				
42. Administer cardio-pulmonary resuscitation (CPR)				
43. Give postmortem care according to policy				
44. Fill ice caps and apply as ordered				
45. Fill croupettes with ice as ordered				
46. Bathe or sponge patient to lower body temperature as directed				
47. Perform laboratory test on diabetic or other patients as directed				
a. Clinitest				

Hospital Departments and Skills	Perform	Assist	Observe	Not Allowed
b. Acetest				
c. Chemstrip				
d. Labstick				
48. Clean and maintain nursing equipment				
a. stretchers				
b. I.V. poles				
c. carts				
d. walkers				
e. bedside commodes				
f. stethoscopes				
g. I.V.A.C.'s				
h. bedpans				
i. emesis basins				
j. bedside tables				
k.				
l.				
m.				
n.				
o.				
p.				
49. Obtain, clean, and return nursing equipment and supplies provided by the central supply department				
50. Keep patient unit neat and arranged for comfort and convenience				

Hospital Departments and Skills	Perform	Assist	Observe	Not Allowed
51. Fill water pitchers with ice and water and keep clean				
52. Clean oxygen equipment and follow oxygen precautions and safety measures				
53. Empty as directed				
a. suction bottles				
b. urine bags				
c. measure output, record, and report				
54. Perform isolation techniques				
a. hand washing technique				
b. gown				
c. cap				
d. mask				
e. shoe covers				
f. dispose of contaminated materials/supplies				
55. Shave a patient				
a. face				
b. legs				
c. surgical preparation				
d. obstetrical patient for delivery				
56. Keep utility room, work areas, kitchen, and treatment rooms clean and orderly				
57. Answer patient unit signals				

Hospital Departments and Skills	Perform	Assist	Observe	Not Allowed
58. Run errands to other departments and nursing units				
59. Perform other duties as assigned				
60.				
61.				
62.				
63.				

OPERATING ROOM

1. Clean instruments				
2. Stock supplies				
3. Transport patients by stretcher				
4. Deliver patient records				
5. Stay in operating room during surgery				
6.				
7.				

PHARMACY

1. Take inventory				
2. Deliver products to hospital units				
3. Stock products/supplies in:				
a. pharmacy				
b. hospital units				
4. Package products				
5. Work in clerical area				

Hospital Departments and Skills	Perform	Assist	Observe	Not Allowed
a. answer telephone and take messages (no prescriptions)				
b. record patient profile				
c. complete insurance form				
d. compile annual drug list				
6. Clean equipment				
7.				
8.				
9.				

PHYSICAL THERAPY

1. Prepare treatment rooms				
2. Transport patient				
a. wheelchair				
b. wheelchair with I.V.				
c. stretcher				
3. Ambulate patients				
a. crutch				
b. cane				
c. walker				
d. without crutch, cane, or walker				
4. Apply packs				
a. heat				
b. cold				

Hospital Departments and Skills	Perform	Assist	Observe	Not Allowed
5. Conduct range of motion exercises				
a. active				
b. passive				
6. Instruct patient in feeding techniques				
7. Clean whirlpool baths				
8. Stock linens/supplies				
9. Make rounds with physical therapist				
10. Dress/undress patient				
11. Teach patient to dress/undress self				
12.				
13.				

RADIOLOGY

1. Transport patients				
a. wheelchair				
b. wheelchair with I.V.				
c. stretcher				
d. stretcher with I.V.				
2. Dress/undress patients				
3. Position patients				
4. Work in developing room				
5. Work in clerical area				

Hospital Departments and Skills	Perform	Assist	Observe	Not Allowed
a. file reports				
b. answer telephone and take messages				
c. schedule patients for treatment				
6. Stock supplies				
7. Stay in X-ray behind screen during procedure				
8. Deliver reports to various services				
9.				
10.				
11.				

RESPIRATORY THERAPY

1. Transport patients				
a. wheelchair				
b. wheelchair with I.V.				
c. stretcher				
2. Take vital signs				
3. Dress/undress patient				
4. Transport equipment				
5. Make visits to various patients with Respiratory Therapist				
6. Clean equipment				
7. Answer telephone				
a. take messages				

Hospital Departments and Skills	Perform	Assist	Observe	Not Allowed
8. Take reports or messages to other departments				
9.				
10.				

UNIT COORDINATOR (WARD CLERK)

1. Answer telephone				
a. take messages				
b. give messages				
2. File laboratory reports				
3. Chart vital signs				
a. temperature				
b. pulse				
c. respiration				
d. blood pressure				
4. Prepare new charts				
5. Direct visitors				
6. Order food trays				
7. Copy medication sheets				
8. Request paper supplies				
9. Copy doctor's orders on Kardex				
10. Complete laboratory request forms				
11. Transfer patient information to computer				
12.				
13.				

OTHER HEALTH AGENCIES

Health Agencies and Skills	Perform	Assist	Observe	Not Allowed
DENTAL OFFICE				
1. Answer telephone				
2. Schedule appointments				
3. Retrieve records				
4. File records				
5. Receive patient				
6. Seat patient				
7. Adjust chair				
8. Check lighting				
9. Check ventilation				
10. Place dental napkin around patient's neck with chain				
11. Place basic instruments on bracket table for dental check				
12. Chart dental record as teeth examined by dentist				
13. Set up basic operative tray				
14. Pass and receive instruments				
15. Mix materials for filling				
16. Order supplies				
17. Instruct patient in proper brushing technique				
18. Clean and sterilize instruments				
19.				

Health Agencies and Skills	Perform	Assist	Observe	Not Allowed
20.				
21.				

FAMILY PRACTITIONER

1. Receive patients				
2. Weigh children and adults				
3. Weigh infants				
4. Measure height of children and adults				
5. Measure length of infant				
6. Measure head and chest circumference				
7. Take patient to examination room				
8. Take vital signs				
a. temperature				
b. pulse				
c. respiration				
d. blood pressure				
9. Assist with physical				
a. drape				
b. position				
10. Collect clean catch urine specimen				
11. Test urine				
a. collect urine specimens				
b. use Testape				

Health Agencies and Skills	Perform	Assist	Observe	Not Allowed
c. use Clinitest				
d. use Acetest				
e. use lab stick				
f. use Urinometer and check specific gravity				
g. record results of urine test on laboratory form or chart				
h. use Centrifuge for sedimentation				
i. prepare slide to check urine under microscope				
12. Perform hematology procedures				
a. capillary puncture for hematocrit and collect blood				
b. operate micro-hematocrit centrifuge				
c. read hematocrit				
d. WBC				
e. RBC				
f. blood smear				
g. blood stain				
h. differential WBC				
i. record results of laboratory tests on form				
j.				
k.				

Health Agencies and Skills	Perform	Assist	Observe	Not Allowed
13. Perform office procedures				
a. answer phone				
b. schedule appointments				
c. retrieve patients file or chart				
d. file patient charts				
e. collect payment				
14. Perform visual screening				
a. visual acuity				
b. astigmatism				
c. color blindness				
d. near vision (Jaegar Test)				
e.				
15. Perform emergency procedures				
a. first aid				
b. CPR				
c. shave patient for emergency surgical procedure				
d. set up suture tray				
e. apply bandages (fingertip, closed/open spiral, arm sling, cravat, triangular)				
f. apply splint (upper/forearm, leg)				
16. Clean and sterilize equipment and supplies				

Health Agencies and Skills	Perform	Assist	Observe	Not Allowed
17. Prepare equipment and supplies to sterilize				
18. Operate autoclave				
19. Take inventory of supplies				
20. Stock supplies				
21. Transport patient				
a. wheelchair				
b. wheelchair with I.V.				
c. stretcher				
d. stretcher with I.V.				
22. Take EKG				
23.				
24.				

MENTAL HEALTH/MENTAL RETARDATION CENTER

1. Conduct drug awareness programs				
a. elementary school				
b. junior high/middle school				
c. high school				
d. community				
2.				
3.				
4.				

Health Agencies and Skills	Perform	Assist	Observe	Not Allowed
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PUBLIC HEALTH DEPARTMENT

WELL-BABY CLINIC

1. Undress/dress infant				
2. Weigh				
3. Measure length				
4. Measure head and chest circumference				
5. Check temperature				
a. rectal				
b. oral (child)				
c. axillary				
6. Hold infant for exam				
7. Stock supplies				
8.				
9.				
10.				

MEDIC AID SCREENING

1. Conduct visual screening				
a. visual acuity				
b. color vision				
c. astigmatism				
d. near visions (Jaegar Test)				
2. Weigh patient				
3. Measure height				

Health Agencies and Skills	Perform	Assist	Observe	Not Allowed
4. Take vital signs				
a. temperature				
b. pulse				
c. respiration				
d. blood pressure				
5. Conduct hearing tests				
a. use audiometer				
b.				
c.				
6. Complete forms				
7. Stock supplies				
8.				
9.				

VETERINARY CLINIC

1. Answer telephone				
2. Schedule appointments				
3. Retrieve records				
4. File records				
5. Receive patients				
6. Weigh animals				
7. Take rectal temperature				
8. Work in laboratory				
a. perform RBC				
b. perform WBC				

Health Agencies and Skills	Perform	Assist	Observe	Not Allowed
c. perform hematocrit				
d.				
e.				
f.				
9. Hold animals for treatment				
10. Clean and sterilize instruments				
11. Place animals in cages				
12. Feed animals				
13. Clean cages				
14. Bathe animals				
15. Stock supplies				
16.				
17.				
18.				

COMMUNITY ORGANIZATIONS AND SKILLS

Organizations and Skills	Perform	Assist	Observe	Not Allowed
<u>AMERICAN CANCER SOCIETY</u>				
1. Conduct educational programs				
a. plan for event				
b. teach hazards of smoking				
c. teach self-breast examination				
d. handout educational materials				
2.				
3.				

AMERICAN DENTAL ASSOCIATION

1. Conduct dental health educational programs in:				
a. kindergartens				
b. elementary schools				
c. junior/middle schools				
d. high schools				
e. nursing homes				
f. retirement homes				
2.				

AMERICAN/STATE DENTAL HEALTH BUREAU

1. Conduct Sodium Floride Mouth Rinse Program				
2. Conduct dental health educational programs				
3. Teach dental health educational programs as above				

Organizations and Skills	Perform	Assist	Observe	Not Allowed
AMERICAN HEART ASSOCIATION				
1. Conduct blood pressure screenings				
a. plan for event				
b. check blood pressure				
c. weigh and measure				
d. complete referral forms				
e. explain blood pressure results to patients				
f.				
2. Teach CPR				
3. Work during heart month				
a. collect for heart fund				
b. complete records and return				
4.				
AMERICAN LUNG ASSOCIATION				
1. Take history of patient				
2. Assist with vital capacities				
3. Take vital signs				
4. Handout educational materials				
5.				
6.				
AMERICAN RED CROSS				
1. Conduct blood drives				
a. plan for event				

Organizations and Skills	Perform	Assist	Observe	Not Allowed
b. perform hematocrit				
c. check vital signs				
d. record results of blood test and vital signs				
2. Teach first aid				
3. Teach CPR				
4.				
5.				
6.				

HEALTH FAIR

1. Plan event				
2. Conduct visual screenings				
3. Perform hematocrits				
4. Weigh patients				
5. Measure height				
6. Take vital signs				
7. Complete forms				
8.				
9.				
10.				

LIONS CLUB/PHYSICIANS

1. Conduct visual screenings				
a. plan for event				
b. obtain history of patient				

Organizations and Skills	Perform	Assist	Observe	Not Allowed
c. test visual acuity				
d. test astigmatism				
e. test color blindness				
f. test near vision (Jaegar)				
g. record results of tests				
h.				
i.				
2. Use Glucometer to test for diabetes				
3.				
4.				
5.				
6.				

SCOLIOSIS RESEARCH SOCIETY

1. Conduct Scoliosis Screenings				
2. Conduct educational program on Scoliosis				
a. show film				
b. explain procedure				
c. handout educational materials				
3. Refer patient if appropriate				
4. Complete forms on patient				
5.				
6.				